



SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY

**Invites your application for
RESEARCH ATTORNEY
\$58,989 - \$72,877 Annually**

FILING DEADLINE: Friday, March 25, 2005 by 5:00 p.m. (Postmarks not accepted)

THE SUPERIOR COURT

The Superior Court of California, County of Monterey is a general jurisdiction trial court hearing criminal, civil, family law, probate, juvenile, child support enforcement, traffic and mental health cases. There are 18 judges, 2 commissioners, and a support staff of 165 employees.

THE POSITION

The Research Attorney works under the direction of the judges and the Court Executive Officer and provides legal research on issues pending before the court. The work involves legal research, review and summary of applicable cases and statutes, and preparation of written summaries of the research; assists the judges in 1) preparing matters taken under submission, 2) preparing for the law and motion calendars in civil, domestic relations, and probate cases, 3) reviewing writs of habeas corpus and criminal cases and 4) preparing appeals. They may also supervise student law clerks working for the court.

The Court has six Research Attorney positions. The Court is recruiting to fill a vacancy in the Probate/Conservatorship Law and Motion areas in the Monterey office, but may work on an as needed basis at the Salinas, King City and Marina branches.

Incumbent must be able to provide suitable transportation to alternate work sites.

MINIMUM QUALIFICATIONS

Working knowledge of:

- Probate Law
- Legal principles and precedents as applied to judicial procedures
- Legal research techniques, including the use of legal reference works, case law and statutory law
- General computer equipment and operation

Skill and ability to:

- Perform legal research in order to identify central and secondary issues
- Analyze and appraise legal principles
- Present statements of fact, and points of law clearly and logically, both orally and in writing
- Prepare clear and comprehensive correspondence, reports, and memoranda
- Establish and maintain cooperative working relationships
- Work independently with a minimum of supervision
- Organize, plan, and review the work of subordinate staff
- Communicate effectively both orally and in writing
- Analyze and plan projects skills

Education, Experience:

- Completion of all course work leading up to a Juris Doctorate or Bachelor of Law degree
- One year of experience performing legal research or in the practice of probate law
- Legal terms and procedures

License:

- Active membership in the California State Bar at the time the position is offered

BACKGROUND INVESTIGATION

Convictions, depending upon the type, number and date, may be disqualifying. Court employees shall be subject to a modified background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

SPECIAL NOTES

Research Attorneys are prohibited from practicing law during their employment. This includes prohibition from receiving fees and appearing in court on behalf of another person. The Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.

FILING REQUIREMENTS AND SELECTION PROCEDURE

All applicants must file the following documents with the Superior Court of California, County of Monterey, 240 Church St., Suite 318, Salinas, CA 93901 to be eligible for consideration: 1) Court Application; 2) Responses to Supplemental Questions. Application material may be obtained from any of the Court's locations, by telephoning (831) 775-5400, ext. 3007, or by visiting the Court's web site at www.co.monterey.courts.ca.gov.

A screening panel will evaluate the applications and responses to Supplemental Questions to determine those applicants who best meet the qualifications. Those applicants appearing most appropriately qualified will be invited for an oral interview. If you believe you possess a disability that would require accommodation in the selection process, please call the Court at (831) 775-5500, ext. 3007.

SUMMARY OF BENEFITS

Retirement: Public Employees' Retirement System (PERS) integrated with Social Security. The Court pays 100% of the employee's contribution.

Expense Allowance: \$33 per month

State Bar Dues: State Bar dues are reimbursed annually

Holidays: 13 days per year

Annual Leave: Accrues at the rate of 12 days per year. The accrual rate increases after 2, 10, 18, 21 and 25 years of service.

Professional Leave: 5 days per year are available, pro-rated from date of hire, non-accruable.

Medical, Dental & Vision Care: A flexible spending account, with cash-out option is provided.

Long Term Disability: Paid by the Court.

Life Insurance: The Court pays the premium for a \$50,000 life insurance policy.

Deferred Compensation: A voluntary deferred compensation program is available administered by Great-West Life.

REQUIRED SUPPLEMENTAL QUESTIONS

Responses to these supplemental questions must be completed and submitted together with the required Court application form. Clarity, conciseness and completeness of answers are factors considered in the selection process. For Section A, limit your responses to no more than one page for each of the areas listed. A separate response must be made for each area.

Section A

Please describe in detail your work accomplishments, experience, education and training, using specific examples, in the following areas:

1. Civil law
2. **Probate law (including conservatorships and guardianships)**
3. Criminal law
4. Family law
5. Working directly with the public
6. Working with government agencies and community groups
7. Analyzing briefs, petitions, motions, and other documents, performing legal research and preparing written reports and memoranda.

Section B

Please attach written brief or other legal memoranda you prepared within the past twelve months.

***THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY IS AN
EQUAL OPPORTUNITY EMPLOYER***